



## **Town of Danville**

### **HUMAN RESOURCES MANAGER**

#### **DEFINITION**

To perform professional personnel work related to recruitment/selection, classification, compensation, employee development, training; and to perform a variety of general administrative tasks and special studies.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the City Attorney.

Supervision of the Human Resources Technician.

#### **ESSENTIAL JOB DUTIES**

Duties may include, but are not limited to, the following:

- Monitoring employee performance appraisal process.
- Administer all employee benefits (medical, dental, STD/LTD, 401(a) pension, 457 accounts EAP services).
- Perform professional personnel work in a variety of human resources program areas including recruitment, selection, classification, employment conduct, salary and benefit administration, and staff development.
- Inform Town administrators and employees of update and change in human resources law and monitor compliance.
- Counsel employees, supervisors, and managers on a variety of personnel matters.
- Assist in the development and implementation of personnel management policies and practices.
- Serve as member of Safety/Wellness (SWELL) Committee/integrate with training responsibilities that conform to OSHA standards.
- Field complaints or questions regarding firing or hiring practices. Consult with supervisors regarding disciplinary action and participate in disciplinary processes.
- Serve as Chair of the Employee Training Committee. Plan and coordinate on-site and off-site training programs linked to career objectives.
- Oversee and update the Employee Personnel Policies and Procedures Handbook
- Administer Worker's Compensation program and serve as Town representative to Municipal Pooling Authority Loss Control Committee.
- Serve as advisory member of LEAD (Leadership for Employee Advocacy and Development) Committee.
- Serves as a member of the Management Team.
- Monitor employee years of services and recognition awards; participates on the employee Recognition Committee.

- Participates as a member of the Town's Leadership and Technology Committees and coordinates the committees' town wide training decisions.
- Provide assistance to Directors and program managers on specific projects.
- Performs duties within OSHA standards.

## **OTHER JOB DUTIES**

- Work on other special projects as directed.
- Serve as the Town's Compliance officer for the Americans with Disabilities Act.
- Serve as the Town's HIPPA Officer

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods and procedures utilized in human resources administration particularly those related to recruitment and selection, classification, and salary and benefit administration.
- Principles and techniques of administrative analyses.
- Principles of management, organization, budgeting and staffing.

### **Ability to:**

- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Communicate effectively in both oral and written form.
- Conduct research; prepare complex reports.
- Evaluate and recommend changes to policies, programs and practices.
- Serve as a mediator.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Three to five years of experience in a staff capacity performing general administrative analysis.

### **Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in economics, political science, public administration, business administration, or a related field. Masters degree in Human Resources Management, Psychology, counseling or related fields is highly desirable.

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